



CALL-UP AGAINST A STANDING OFFER FOR TEMPORARY HELP
COMMANDE SUBSÉQUENTE À UNE OFFRE À COMMANDES POUR DE L'AIDE TEMPORAIRE

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Information Act

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To: - À: TURTLE ISLAND STAFFING 420 O'CONNOR ST UNIT 1100 OTTAWA ON K2P 1W4 CANADA			PBT N° - N° de TPS As per standing offer Selon l'offre permanente		Contact - Personne-ressource Blanca Richard		Tel. No - N° du Tél. 819-934-7499		Compt. / N° de compte de la Loi sur l'accès à l'information 819-934-7721		Order No. N° de la commande 4500369444					
Standing offer No. - N° d'offre permanente E60ZN-110002/140/ZN					Amendment No. - N° de la modification			Previous Value - Valeur précédente		Order date - Date de la commande 09/25/2017						
Vendor # - N° fournisseur 1252089		Contact Name - Nom du contact		Acc. # - N° comp.		Tel. No - N° du Tél.		Fax. No. - N° de télécop.		Inc./Dec. - Aug./Dim.		Revised value - Montant révisé		Date required - Demandé pour le 12/01/2017		
Item No. No. Poste		Description Description					U of I U de D		Quantity Quantité		Unit Price Prix unitaire		Disc. Esc.		Ext. Price Prix calculé	
00010		-Stream 1 - Office Support (2 resources) Financial Codes / Code financier 0420- A4834-56403- - NPP0 The currency of this P.O. is - La devise de ce bon est : CAD					\$		14,636.680		1.00				14,636.68	
Delivery Address - Adresse de livraison DIR. STRATEGIC PLANNING & PERF. MGMT ABORIGINAL AFF & NORTHERN DEV. CAN. 7TH FLOOR 25 EDDY // RM 076 GATINEAU QC K1A 0H4					Invoicing address - Adresse de facturation DIR. STRATEGIC PLANNING & PERF. MGMT ABORIGINAL AFF & NORTHERN DEV. CAN. 7TH FLOOR 25 EDDY // RM 076 GATINEAU QC K1A 0H4					FOB - FAB		Amount - Montant / CAD 14,636.68				
					Terms of payment - Modalités de paiement Direct Deposit Net 30 Days - Pmtmthd 'B'					T. taxes - T. taxes / CAD 2,192.14						
										T. Amount - Montant T. / CAD 16,830.82						
To the Supplier: Your standing offer referred to above is hereby accepted. You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer. You shall only supply the services included in the standing offer against this call-up. Au fournisseur: Votre offre à commandes mentionnée ci-haut est par la présente acceptée. Vous devez fournir les services du personnel précisés ci-après, selon les conditions énoncées dans l'offre à commandes. Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes. Invoices are to be distributed in accordance with the instructions in the standing offer and/or detailed above. All invoices shall show the standing offer number and financial code. Distribuer les factures selon les instructions énoncées dans l'offre à commandes et (ou) ci-haut. Toutes les factures doivent porter le numéro de référence de l'offre et le code financier. Please verify additional instructions if any. Veuillez consulter les instructions additionnelles s'il y a lieu.										Certified pursuant to subsection 32(1) of Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques. AS per SAP Signature (Mandatory-Obligatoire) Approved for the Minister Signature (Mandatory-Obligatoire) Date Sept 26, 2017 Date						

A0454876_1-000001

Canada

CALL-UP AGAINST A STANDING OFFER FOR TEMPORARY HELP
COMMANDE SUBSÉQUENTE À UNE OFFRE À COMMANDES POUR DE L'AIDE TEMPORAIRE

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l'information

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s.20(1)(b)

s.20(1)(c)

Stream 1 - Office Support - Senior Records Management Clerk

Temporary Services Start and end date:

Sept 27, 2017 to December 22, 2017 (13 weeks)

Ressource: Felix Lubanza and Mirshava Tselova

Invoices to be submitted:

marilyn.beland@insad-sngi.gc.ca

Order No.
N° de la commande
4500369444

CALL-UP AGAINST A STANDING OFFER
COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE

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Communiqué en vertu de la

Page: 1

To: - À:		PST No. - N° de TPS		Contact - Personne-ressource		Tel. No. - N° du Tél.		Fax. No. - N° de télécop.		Order No. - N° de la commande	
ARTEMP PERSONNEL SERVICES INC 294 ALBERT ST UNIT 104 OTTAWA ON K1P 6E6 CANADA		As per standing offer Selon l'offre permanente		Bruno Paradis		819-994-7284		819-953-7721		4500368194	
Standing offer No. - N° d'offre permanente		Amendment No. - N° de la modification		Previous Value - Valeur précédente		Order date - Date de la commande					
E60ZN-110002/016/ZN						08/18/2017					
Vendor # - N° fournisseur	Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No. - N° du Tél.	Fax. No. - N° de télécop.	Inc./Dec. - Aug./Dim.	Revised value - Montant révisé	Date required - Demandé pour le				
1227951							12/12/2017				
Item No. No. Poste	Description Description				U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc. Esc.	Ext. Price Prix calculé		
00010	-FINANCIAL ANALYST, FI-03 SUZANNE PÉGIN - SENIOR SPECIAL ADVISOR START DATE : AUGUST 21, 2017 END DATE : DECEMBER 12, 2017 Financial Codes / Code financier 0420- A4111-54801- A0000- ND70 The currency of this P.O. is - La devise de ce bon est : CAD				\$	38,976	1.00		38,976.00		
Delivery Address - Adresse de livraison			Invoicing address - Adresse de facturation			FOB - FAB		Amount - Montant / CAD			
DIR.CORP.INFORMATION SYSTEMS ABORIGINAL AFF & NORTHERN DEV. CAN. 10 WELLINGTON ST / 7TH FL GATINEAU QC K1A 0H4			DIR.CORP.INFORMATION SYSTEMS ABORIGINAL AFF & NORTHERN DEV. CAN. 10 WELLINGTON ST / 7TH FL GATINEAU QC K1A 0H4					38,976.00			
						Terms of payment - Modalités de paiement		T. taxes - T. taxes / CAD			
						Direct Deposit Net 30 Days - Pmtmthd 'B'		5,836.66			
								T. Amount - Montant T. / CAD		44,812.66	
To the Supplier: Your standing offer referred to above is hereby accepted as follows: You are required to supply the goods and/or services shown above at the prices or pricing basis and in accordance with the other terms and conditions stated in the standing offer. Only goods and services included in the standing offer shall be supplied against this call-up. Each shipment shall be accompanied by a packing slip or delivery slip. All invoices, shipping bills and packing slips must show the order number. Au fournisseur: Votre offre permanente, dont le numéro figure ci-haut, est acceptée selon les modalités suivantes: Vous êtes prié de fournir les biens ou services indiqués ci-haut aux prix ou selon les modalités de prix et en conformité des autres conditions stipulées dans l'offre permanente. Ne seront fournis en vertu de la présente commande que les biens et services figurant dans l'offre permanente. Chaque envoi sera accompagné d'un bordereau d'emballage ou d'expédition. Les factures, connaissements et bordereaux d'emballage doivent tous porter le numéro de la demande.						Certified pursuant to subsection 32(1) of Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques.					
The order number must appear on invoices, B/L, packing lists, correspondence and outside containers. Le numéro de la demande doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l'extérieur des contenants.						Signature (Mandatory - Obligatoire) Approved for the Minister / Approuvé pour le Ministre		Date			
Please verify additional instructions if any. Veuillez consulter les instructions additionnelles s'il y a lieu.						Signature (Mandatory - Obligatoire)		Date		18/8/2017	

A0454876_3-000003

Canada



Indigenous and
Northern Affairs Canada

Affaires autochtones
et du Nord Canada

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l'information

CONTRACT - CONTRAT

PURCHASING OFFICE - BUREAU DES ACHATS :

Page 1 of 6


Department Name - Nom du Ministère Department of Indian Affairs & Northern Development
Mailing Address - Adresse postale 18 Wellington Gatineau, Quebec K1A 0H4

CONTRACT/CONTRAT

Your proposal is accepted to sell to Her Majesty the Queen in right of Canada, as represented by the Minister of Indian Affairs and Northern Development, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the supplies and services listed herein and on any attached sheets at the price or prices set out therefor.

Nous acceptons votre proposition de vendre à Sa Majesté la Reine du chef du Canada, représentée par le Ministre des Affaires indiennes et du Nord, aux conditions énoncées ou incluses par référence dans les présentes et aux annexes ci-jointes, les articles et les services énumérés dans les présentes et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Contractor - Entrepreneur :
Name - Nom The Right Deer Consulting and Solutions Inc.
Address - Adresse 100 Gloucester Street, Ste. 300 Ottawa, Ontario K2P 0A4

AANDC File No. - No de référence des AANDC 1000194274	
Date of Contract (YYYYMMDD) - Date du contrat (AAAA-MM-JJ) 2017-09-15	
Contract No. - No du contrat 4500368867	
Financial Code(s) - Code(s) financier(s) 120 A4112 A0000 ND70 54819 CDO#9420	
Destination(s) of Services - Destination(s) des services 10 Wellington, Gatineau, Quebec, K1A 0H4	
Invoices are to be submitted by Email to: Les factures doivent être acheminées par courriel à : CFO@aandc.gc.ca	
Address Inquiries to: Adressez toute demande de renseignements à : Deborah Cacciato	
Telephone Number Numéro de téléphone (819) 956-3686	Facsimile Number Numéro de télécopieur (819) 953-7721
Total Estimated Cost - Coût total estimé \$291,600.00	
Applicable Taxes - Taxes applicables <input checked="" type="radio"/> Included Inclus <input type="radio"/> Excluded Exclus	
For the Minister - Pour le Ministre Signing Authority Name - Nom du signataire Deborah Cacciato Signing Authority Title - Titre du signataire Senior Procurement Officer  Signature Date 5/16/17 (YYYYMMDD) - (AAAA-MM-JJ)	

s.20(1)(b)

s.20(1)(c)

1. **Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

2. **Classification of Personnel Required; in accordance with THS Supply Arrangement**

Below is a list of the classification(s) of personnel required to fulfill this requirement and it is in accordance with THS Supply Arrangement:

Stream 5 – Professional Services, Substream 5 – Policy and Advisory Services – Strategist.

The following table lists the name(s) of the THS resource(s); information regarding the THS requirement; and Firm hourly rates and total cost of contract.

Name of Resource / Resource Ref No.	Stream number, Classification & Level of Expertise	Required Personnel Security screening	Bilingual (Y/N)	Firm Hourly rate	Estimated Total Hours	Total Estimated cost GST/HST extra
Pamela D'Eon	Stream 5 – Professional Services/Substream 5F – Policy and Advisory Services – Strategist	Secret	Yes			\$192,000.00
SUBTOTAL:						\$192,000.00
Estimated GST (5%):						\$9,600.00
TOTAL						\$201,600.00

3. **Work Location**

10 Wellington
Gatineau, Quebec
K1A 0H4

Articles of Agreement

1. **Security Requirement**

- a) The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of **SECRET**, issued by the Canadian and Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- b) The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of RELIABILITY STATUS OR SECRET, granted or approved by CISD/ PWGSC.

- c) The Contractor **MUST NOT** remove any **PROTECTED/CLASSIFIED** information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- d) Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISC/ PWGSC.
- e) The Contractor must comply with the provisions of the:
 - 1. THS Generic Security Requirements Check List EN578-060502-SA3, EN578-060502-SA4, attached at Annex "C" of the Contractor's Supply Arrangement for Temporary Help Services, incorporated herein by reference.
 - 2. *Industrial Security Manual* (Latest Edition).

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work. THS resource(s) must meet the Minimum Mandatory Qualifications detailed in the THS Supply Arrangement for the applicable classification and level of expertise.
Classifications Table of Contents (Version 1)

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

a) General Conditions

2010B (2010-04-04) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

4. Term of Contract

a) Period of the Contract

The Work is to be performed during the period of Contract award to March 31, 2018 inclusive.

5. Authorities

a) Contracting Authority

The Contracting Authority for the Contract is:

Deborah Caocato
Senior Procurement Officer
Department of Indigenous Affairs & Northern Development
Procurement Services Section
10 Wellington, 13th Floor, Rm. 169
Gatineau, Quebec

Telephone: (819) 958-3808
Facsimile: (819) 953-7721
Email: deborah.cacclator@aadnc-aandc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

b) Project Authority

The Project Authority for the Contract is:

Sylvia Hung Hong
Director, Resource Management And Financial Advisory Services
Department of Indian Affairs and Northern Development
10 Wellington, 12th Floor
Gatineau, Quebec
K1A 0H4

Telephone: (819) 954-7836
Email: sylvia.hong@aadnc-aandc.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

c) Contractor's Representative

The Right Door Consulting and Solutions Inc.
100 Gloucester Street, Ste. 308
Ottawa, Ontario
K2P 0A4



6. Payment

a) Basis of Payment

The Contractor will be paid firm hourly rates as indicated herein, for work performed in accordance with the Contract. Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

b) Limitation of Expenditure

1. Canada's total liability under the Contract will not exceed \$201,600.00, including GST
2. No increase in the total liability of Canada or in the price of Work resulting from any design changes, modifications or interpretations of specifications, made by the Contractor, will be authorized or paid to the Contractor unless such changes, modifications or interpretations, have been approved, in writing, by the Contracting Authority for the Contract, prior to their incorporation into the Work.

The Contractor will not be obliged to perform any work or provide any service that would cause the total liability of Canada to be exceeded without the prior written approval of the Contracting Authority. The Contractor will notify the Contracting Authority in writing as to the adequacy of this sum when:

- i. it is 75 percent committed, or
- ii. four (4) months prior to the Contract end date, or
- iii. If the Contractor considers the funds provided are inadequate for the completion of the Work, whichever comes first.

The above limitation of expenditure amount is included for the administrative purposes of Canada only and does not represent any commitment on the part of Canada to pay any amounts except as expressly set out in this Contract.

3. In the event that the notification refers to inadequate funds, the Contractor will provide to the Contracting Authority in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional funds does not increase Canada's liability.

c) Goods and Services Tax / Harmonized Sales Tax (GST/HST)

1. All prices and amounts of money in the Call-up/Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.
2. The estimated GST or HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of GST and HST paid or due.

d) Method of Payment

Payment by Canada for the Work will be made following delivery, inspection and acceptance of the Work and upon presentation of invoices and any other substantiating documentation as Canada requires.

Payment by Credit Card

Canada will pay invoices on contracts against the Supply Arrangement by:

☐ Visa
☐ Mastercard
☒ Direct Deposit

2. Audit

All costs and charges to the Contract may be verified by Canada before or after payment is made to the Contractor under the terms and conditions of the Contract.

The amount claimed under the terms and conditions of the Contract, as computed in accordance with the Basis of Payment, is subject to government audit.

Any payments made pending completion of the audit will be regarded as interim payments only and will be adjusted to the extent necessary to reflect the results of the said audit. If there has been an overpayment, it will be refunded promptly to Canada. Supporting information for each element of cost will be available and will be in sufficient detail that an in-depth audit can be performed.

3. Suitability of Services

All services rendered may be reviewed within a reasonable time from commencement of the Contract on the basis of quality and adherence to Canada's schedule and standards. Resources assigned must be capable of performing the Contract at a level of competence considered acceptable by Canada.

Should resources be found unsuitable and the Contractor is notified within four (4) hours from the commencement of the start of his/her services, Canada will not be liable for payment to the Contractor for that period.

4. Access to Canada's Facilities

1. The Contractor resource may be required to perform the work on-site in Canada offices or off-site at the Contractors facilities, where applicable.
2. Access to the following Canada facilities, equipment, documentation and personnel may be required during the Contract period in order to perform the Work:
 - i. Designated User's premises;
 - ii. Designated User's computer systems (micro computer network);
 - iii. Documentation;
 - iv. Personnel for consultation; and,
 - v. Office space, telephones, desk space, manuals and terminals.
3. Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. The Contractor is responsible for timely identification of the need for access to the referenced facilities, equipment, documentation and personnel.

4. Subject to the approval of Canada, arrangements will be made for the Contractor to access the required facilities, equipment, documentation and personnel at the Canada's convenience.

5. **Certifications**

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6. **SACC Manual Clauses**

The following table lists the Standard Acquisition Clauses and Conditions (SACC) manual clauses applicable:

Number	Date	Description
A7017C	2008-05-12	Replacement of Specific Individuals
B9028c	2007-05-25	Access to Facilities and Equipment
A9082C	2011-05-16	Canadian Forces Site Regulations
A9068C	2010-01-11	Government Site Regulations
C0711C	2008-05-12	Time Verification
C0705C	2010-01-11	Discretionary Audit

7. **Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

8. **Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

1. the Articles of Agreement;
2. 2010B (2016-04-04) General Conditions - Professional Services (Medium Complexity);
3. Annex "A" - Statement of Work;
4. Security Requirements Check List;
5. the Contractor's THS Supply Arrangement (SA) No. EN578-060502; and,
6. the Contractor's bid dated September 8, 2017.

ANNEX A

STATEMENT OF WORK

OBJECTIVE

To conduct a financial review/analysis of DIAND's Vote 1, to identify areas where savings/efficiencies can be achieved, and to identify the highest and lowest priorities in the organization with a view to reallocate resources. The analysis must include making recommendations for reallocation of Vote 1 resources that are risk based and drawn from benchmarks other similar Departments. In addition, include implementation considerations (i.e., capacity, technology, organizational roles and responsibilities, governance, overall capacity) must be outlined. The review must also assess the resourcing levels within regions and make recommendations to promote funding equality throughout the department. Finally, the work will include the preparation of periodic and final presentations to the Financial Management Committee.

Since there is a shortage of employees at the senior level within the directorate to assist in the work, temporary help is needed to ensure the work is completed in a timely fashion.

BACKGROUND

Prior to 2015-16 the department was faced with recurring financial pressures, many of which were considered structural. At the same time, the department was lapsing above the operating budget carry-forward. Because of this, a financial review was conducted in 2015-16 moving resources from some sectors into others for a period of 3 years. 2018-19 would be the final year of the realignment.

This year, once again the department is facing increased financial pressures within Vote 1. This is a result of several factors, including a lower than usual operating budget carry-forward ceiling, increased IT costs, and funding pressures associated with the new mandate. As well, it was noted in a recent MAF review conducted by TBS that the department could be faced with financial limitations, given that the net lapse of the Department was close to 1% of its authority.

Planning and Resource Management Branch has been tasked with conducting an internal review/analysis of departmental resources and make recommendations to the Financial Management Committee to how best to align resources to be implemented over 2 years. The objective is to also implement some of the recommendations even in advance of 2019-20 for some focused areas such as Northern Affairs Organization and possibly legal services.

Should the review identify some structural program integrity issues that cannot be managed through resource realignment then a Budget ask may be submitted for consideration.

TASKS

Task will include:

1. Assisting in a detailed gap analysis: Assessment of DIAND current funding levels within Vote 1, particularly resources that are considered A-base that could be reallocated within.
2. Assisting in preparing a report that:

- a. **Assesses Branch flexibility to absorb;**
 - b. **Identifies efficiencies and savings;**
 - c. **Prioritizes activities;**
 - d. **Identifies resource realignment; and,**
 - e. **Identifies areas where program integrity funding is still required.**
3. **Assist in the preparation of an Implementation Plan.**
 4. **Conducting an assessment on the impact on results as it relates to program delivery.**
 5. **Benchmarking with similar Departments and their approaches to implementing financial pressures.**
 6. **Assist in providing recommendations for improvement and Implementation requirements and an Implementation plan.**
 7. **Preparing decks for senior management summarizing the findings and recommendations.**
 8. **Assist in working with the Communications Branch to draft communications plan to be used to inform employees.**

STAKEHOLDERS

Internal Review Steering Committee

- **DG, Planning and Resource Development - is responsible for leading the internal review and ensuring appropriate governance and oversight.**
- **DG, Communications: Support the engagement and development of a communications plan to be shared with employees within the department and with central agencies.**
- **DG, Human Resources and Workplace Services -. Support in the engagement and communicating any impacts on human resources that are impacted by the reallocation of resources.**
- **DG, Planning and Results --: Support in the assessment of the impacts on the Departmental Results Framework, and work with programs to make changes on expected program results as needed.**
- **DG, Strategic Operations Branch --: Is responsible for supporting the review and assessing on the impact on regions in terms of program deliver for the department.**
- **A/Chief Audit and Evaluation Executive --: will be responsible for supporting the review of program as it relates to recent Internal audits of various programs.**

Other Departmental Representatives

- Program DGs, Directors and analysts
- BMUs
- FMAs

SECURITY REQUIREMENTS CHECK LIST

Casey



Government of Canada
Gouvernement du Canada

CONTRACT NO. 4500368867
DATE OF SIGNATURE 1992-04-15
DATE OF SIGNATURE 1992-04-15
DATE OF SIGNATURE 1992-04-15

1. Organization / Organisation			
Name (as it appears on the contract)		Title	Signature
JAMES O'NEILL		James O'Neill	<i>[Signature]</i>
Address (as it appears on the contract)		City	
1000-1000		OTTAWA	
2. Organization / Organisation			
Name (as it appears on the contract)		Title	Signature
JAMES O'NEILL		James O'Neill	<i>[Signature]</i>
Address (as it appears on the contract)		City	
1000-1000		OTTAWA	
3. Organization / Organisation			
Name (as it appears on the contract)		Title	Signature
JAMES O'NEILL		James O'Neill	<i>[Signature]</i>
Address (as it appears on the contract)		City	
1000-1000		OTTAWA	
4. Organization / Organisation			
Name (as it appears on the contract)		Title	Signature
JAMES O'NEILL		James O'Neill	<i>[Signature]</i>
Address (as it appears on the contract)		City	
1000-1000		OTTAWA	
5. Organization / Organisation			
Name (as it appears on the contract)		Title	Signature
JAMES O'NEILL		James O'Neill	<i>[Signature]</i>
Address (as it appears on the contract)		City	
1000-1000		OTTAWA	
6. Organization / Organisation			
Name (as it appears on the contract)		Title	Signature
JAMES O'NEILL		James O'Neill	<i>[Signature]</i>
Address (as it appears on the contract)		City	
1000-1000		OTTAWA	
7. Organization / Organisation			
Name (as it appears on the contract)		Title	Signature
JAMES O'NEILL		James O'Neill	<i>[Signature]</i>
Address (as it appears on the contract)		City	
1000-1000		OTTAWA	
8. Organization / Organisation			
Name (as it appears on the contract)		Title	Signature
JAMES O'NEILL		James O'Neill	<i>[Signature]</i>
Address (as it appears on the contract)		City	
1000-1000		OTTAWA	
9. Organization / Organisation			
Name (as it appears on the contract)		Title	Signature
JAMES O'NEILL		James O'Neill	<i>[Signature]</i>
Address (as it appears on the contract)		City	
1000-1000		OTTAWA	
10. Organization / Organisation			
Name (as it appears on the contract)		Title	Signature
JAMES O'NEILL		James O'Neill	<i>[Signature]</i>
Address (as it appears on the contract)		City	
1000-1000		OTTAWA	

1000-1000

1000-1000

Canada

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l'information*



Aboriginal Affairs and Northern
Development Canada

Affaires autochtones et Développement
du Nord Canada

Amendment Number 2

All correspondence and invoices must show the file and Contract number

Contract Number: 4500369608	File Number: 1632-11/4500369608
Adirondack and The AIM Group Inc. in Joint Venture 126-130 Albert Street Ottawa, ON K1P 5G4	Advanced Procurement Specialist
	2018-02-28

The Contractor shall continue to provide the services in accordance with the terms and conditions of the original Contract and all amendments thereto. The Contract is amended as follows:

1) On page 1 of Contract – Total Estimated Cost:

DELETE: \$119,947.67

INSERT: \$196,529.64

2) In clause 2. Classification of Personnel Required – Table:

DELETE: in its entirety

INSERT:

Contract award to March 31, 2018						
Resource Name	Stream number, Classification & Level of Expertise	Required Personnel Security Screening	Bilingual (Y/N)	Firm Hourly Rate	Estimated Total hours	Total Estimated Cost (Taxes extra)
Arwa Abu Hakima	Stream 5- Prof. Services Sub Stream 5b – Procurement Advanced	Reliability	Yes			\$42,657.50
GST (5%) applicable:						\$4,132.88
QST (9.975%) applicable:						\$8,245.09
TOTAL:						\$95,035.47


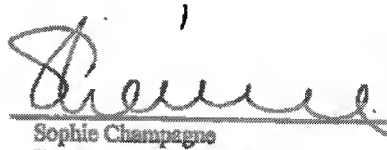
s.19(1)
s.20(1)(b)
s.20(1)(c)

Contract #4500369608

Period from April 1, 2018 to September 7, 2018						
Resource Name	Stream number, Classification & Level of Expertise	Required Personnel Security Screening	Bilingual (Y/N)	Firm Hourly Rate	Estimated Total hours	Total Estimated Cost (Taxes extra)
Arwa Abu Hakima	Stream 5- Prof. Services Sub Stream 5b - Procurement Advanced	Reliability	Yes			\$88,275.00
GST (5%) applicable:						\$4,413.75
QST (9.975%) applicable:						\$8,805.43
TOTAL:						\$101,494.18

Total Value of this Amendment (\$24,912.21).

All other terms and conditions remain the same.

A Original Contract value	\$119,947.67
B Net change by amendment numbers 1	\$101,494.18
C This amendment number 2	(\$24,912.21)
D Revised total value of Contract	\$196,529.64
We acknowledge receipt of this Amendment number 2 and agree to the Terms and Conditions set out therein	
Signed, sealed and delivered on behalf of Her Majesty	
	
Contractor	Date
March 13 th / 2018	
	MAR 01 2018
Sophie Champagne Team Leader, Procurement	Date

NCR#10430852 - v1



CONTRACT - CONTRAT

PURCHASING OFFICE - BUREAU DES ACHATS :

Page 1 of 6

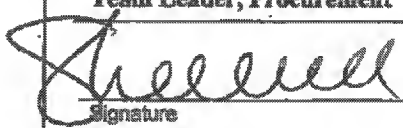
Department Name - Nom du Ministère Department of Indian Affairs and Northern Development
Mailing Address - Adresse postale 10 Wellington Gatineau, Quebec K1A 0H4

CONTRACT/CONTRAT

Your proposal is accepted to sell to Her Majesty the Queen in right of Canada, as represented by the Minister of Indian Affairs and Northern Development, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the supplies and services listed herein and on any attached sheets at the price or prices set out therefor.

Nous acceptons votre proposition de vendre à Sa Majesté la Reine du chef du Canada, représentée par le Ministre des Affaires Indiennes et du Nord, aux conditions énoncées ou incluses par référence dans les présentes et aux annexes ci-jointes, les articles et les services énumérés dans les présentes et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Contractor - Entrepreneur :
Name - Nom Adirondack and The AIM Group Inc. in Joint Venture
Address - Adresse 126-130 Albert Street Ottawa, Ontario K1P 5G4

AANDC File No. - No de référence des AADNC 1000195201	
Date of Contract (YYYYMMDD) - Date du contrat (AAAA-MM-JJ) 2017-09-28	
Contract No. - No du contrat 4500369608	
Financial Code(s) - Code(s) financier(s)	
Destination(s) of Services - Destination(s) des services	
Invoices are to be submitted by Email to: Les factures doivent être acheminées par courriel à : Sylvia.Lecompte@aandc-aadnc.gc.ca	
Address inquiries to: Adresser toute demande de renseignements à : Sophie.Champagne@aandc-aadnc.gc.ca	
Telephone Number Numéro de téléphone (819) 934-1497	Facsimile Number Numéro de télécopieur
Total Estimated Cost - Coût total estimé \$119,947.67	
Applicable Taxes - Taxes applicables <input checked="" type="radio"/> Included Inclus <input type="radio"/> Excluded En sus	
For the Minister - Pour le Ministre Signing Authority Name - Nom du signataire Sophie Champagne Signing Authority Title - Titre du signataire Team Leader, Procurement	
 Signature	2017-09-28 Date : (YYYYMMDD) - (AAAA-MM-JJ)

Contract #4500369608

The Contractor's THS Supply Arrangement (SA) no. EN578-060502/272/ZN and Annexes are hereby incorporated into and form part of this Contract by reference.

Requirement Summary

1. Statement of Work

BACKGROUND and DESCRIPTION OF WORK

Reporting to the MAMD Director, the Advanced Procurement Specialist will perform, but not be limited to, the following tasks:

1. Provide guidance and coaching to procurement personnel and Cost Centre Managers regarding issues at all stages of the procurement process, including but not limited to:
 - a) Review and evaluation of Statement of Work for completeness and adherence to procurement regulations;
 - b) Planning and execution of procurement activities including financial estimates, business requirements and contracting options;
 - c) Preparation of selection methodologies, evaluation plans, evaluation criteria;
 - d) Bid evaluation and negotiations processes
 - e) Conduct of post-procurement reviews as required;
 - f) Review of documentation for the procurement process.
2. Assist in the development of procurement policies and procedures.
3. Provide briefings to management on issues, progress and concerns of procurement, and prepare briefing notes and decks for presentation to senior management.
4. Prepare periodic progress reports on the contracting activities and plans for the upcoming period.

2. Classification of Personnel Required; in accordance with THS Supply Arrangement

Below is a list of the classification(s) of personnel required to fulfill this requirement and it is in accordance with THS Supply Arrangement

The following table lists the name(s) of the THS resource(s); information regarding the THS requirement; and Firm hourly rates and total cost of contract.

Name of Resource / Resource Ref No.	Stream number, Classification & Level of Expertise	Required Personnel Security screening	Bilingual (Y/N)	Firm Hourly rate	Estimated Total Hours	Total Estimated cost GST/HST extra
Arwa Abu-Hakima	Stream 5- Prof. Services Sub Stream 5b - Procurement	Reliability	Yes			\$104,325.00
Total						\$104,325.00

3. Work Location

DIAND
Les Terrasses de la Chaudière
10 Wellington Street
Gatineau, Québec

Contract #4500369608

Articles of Agreement

1. Security Requirement

Generic Security Requirements Check List (SRCL): SA1

- 1.1 The Contractor must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian and Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 1.2 The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/ PWGSC.
- 1.3 The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- 1.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/ PWGSC.
- 1.5 The Contractor must comply with the provisions of the:
 1. THS Generic Security Requirements Check List EN578-060502-SA1, attached at Annex "C" of the Contractor's Supply Arrangement for Temporary Help Services, incorporated herein by reference.
 2. Industrial Security Manual (Latest Edition).

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work.

THS resource must meet the Minimum Mandatory Qualifications detailed in the THS Supply Arrangement for the applicable classification and level of expertise.

Classifications Table of Contents (Version 1)

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

3.1 General Conditions

2010B (2016-04-04) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of October 10, 2017 to March 31, 2018 inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to five (5) additional 1 (one) week period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least five (5) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

Contract #4500369608

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Sophie Champagne

Title: Team Leader, Procurement

Department: DIAND

Directorate: MAMD

Address: 10 Wellington, Gatineau, Québec

E-mail address: Sophie.Champagne@aandc-aadnc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Project Authority for the Contract is: (TBD at Contract award)

Name: Sylvie Lecompte

Title: Director

Organization: DIAND

Address: 10 Wellington, Gatineau, Québec

Telephone: 819-953-3847

E-mail address: Sylvie.Lecompte@aandc-aadnc.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative


Organization: Adirondack Information Management, The AIM Group Inc. in Joint Venture

6. Payment

6.1 Basis of Payment

The Contractor will be paid firm hourly rates as indicated herein, for work performed in accordance with the Contract. Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

6.2 Limitation of Expenditure

1. Canada's total liability under the Contract will not exceed \$104,325.00, GST or HST extra.
2. No increase in the total liability of Canada or in the price of Work resulting from any design changes, modifications or interpretations of specifications, made by the Contractor, will be authorized or paid to the Contractor unless such changes, modifications or interpretations, have been approved, in writing, by the Contracting Authority for the Contract, prior to their incorporation into the Work.

Contract #4500369608

The Contractor will not be obliged to perform any work or provide any service that would cause the total liability of Canada to be exceeded without the prior written approval of the Contracting Authority. The Contractor will notify the Contracting Authority in writing as to the adequacy of this sum when:

- i. It is 75 percent committed, or
- ii. four (4) months prior to the Contract end date, or
- iii. If the Contractor considers the funds provided are inadequate for the completion of the Work, whichever comes first.

The above limitation of expenditure amount is included for the administrative purposes of Canada only and does not represent any commitment on the part of Canada to pay any amounts except as expressly set out in this Contract.

3. In the event that the notification refers to inadequate funds, the Contractor will provide to the Contracting Authority in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional funds does not increase Canada's liability.

6.3 Goods and Services Tax / Harmonized Sales Tax (GST/HST)

1. All prices and amounts of money in the Call-up/Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.
2. The estimated GST or HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of GST and HST paid or due.

6.4 Method of Payment

Payment by Canada for the Work will be made following delivery, inspection and acceptance of the Work and upon presentation of invoices and any other substantiating documentation as Canada requires.

Payment by Credit Card

Canada will pay invoices on contracts against the Supply Arrangement by:

☐ Visa
☐ Mastercard
☒ Direct Deposit

7. Audit

All costs and charges to the Contract may be verified by Canada before or after payment is made to the Contractor under the terms and conditions of the Contract.

The amount claimed under the terms and conditions of the Contract, as computed in accordance with the Basis of Payment, is subject to government audit.

Any payments made pending completion of the audit will be regarded as interim payments only and will be adjusted to the extent necessary to reflect the results of the said audit. If there has been an overpayment, it will be refunded promptly to Canada. Supporting information for each element of cost will be available and will be in sufficient detail that an in-depth audit can be performed.

8. Suitability of Services

All services rendered may be reviewed within a reasonable time from commencement of the Contract on the basis of quality and adherence to Canada's schedule and standards. Resources assigned must be capable of performing the Contract at a level of competence considered acceptable by Canada.

Should resources be found unsuitable and the Contractor is notified within four (4) hours from the commencement of the start of his/her services, Canada will not be liable for payment to the Contractor for that period.

Contract #4500369608

9. Access to Canada's Facilities

1. The Contractor resource may be required to perform the work on-site in Canada offices or off-site at the Contractors facilities, where applicable.
2. Access to the following Canada facilities, equipment, documentation and personnel may be required during the Contract period in order to perform the Work:
 - i. Designated User's premises;
 - ii. Designated User's computer systems (micro computer network);
 - iii. Documentation;
 - iv. Personnel for consultation; and,
 - v. Office space, telephones, desk space, manuals and terminals.
3. Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. The Contractor is responsible for timely identification of the need for access to the referenced facilities, equipment, documentation and personnel.
4. Subject to the approval of Canada, arrangements will be made for the Contractor to access the required facilities, equipment, documentation and personnel at the Canada's convenience.

10. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

11. SACC Manual Clauses

The following table lists the Standard Acquisition Clauses and Conditions (SACC) manual clauses applicable:

Number	Date	Description
A7017C	2008-05-12	Replacement of Specific Individuals
B9028c	2007-05-25	Access to Facilities and Equipment
A9062C	2011-05-16	Canadian Forces Site Regulations
A9068C	2010-01-11	Government Site Regulations
C0711C	2008-05-12	Time Verification
C0705C	2010-01-11	Discretionary Audit

12. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

13. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

1. the Articles of Agreement;
2. 2010B (2016-04-04) Conditions - Professional Services (Medium Complexity);
3. Annex "A" - Statement of Work;
4. Security Requirements Check List;
5. the Contractor's THS Supply Arrangement (SA) no.EN578-060502/272/ZN

Contract #4500369608

6. the Contractor's bid dated September 13, 2017.

*Released under the Access
to Information Act*

*Communiqué en vertu de la
Loi sur l'accès à
l'information*

Contract #4500369608

ANNEX "A" - STATEMENT OF WORK

Background

The Materiel and Assets Management Directorate (MAMD) of the Department of Indian Affairs and Northern Development requires the assistance of an Advanced Procurement Specialist. At this time, a PG-06 is currently managing two key operations functions following the departure of the Manager, Procurement Services Section. Temporary support is required to ensure the continued and smooth delivery of procurement services across the Department. It is understood that the Advanced Procurement Specialist will not manage employees.

Objective

To ensure that MAMD improves its client service levels by providing guidance and coaching to procurement personnel and Cost Centre Managers regarding issues at all stages of the procurement process; to move forward the rolling out of the Procurement Modernization Initiative already underway and assist in change management.

Statement of Work

Reporting to the MAMD Director, the Advanced Procurement Specialist will perform, but not be limited to, the following tasks:

1. Provide guidance and coaching to procurement personnel and Cost Centre Managers regarding issues at all stages of the procurement process, including but not limited to:
 - a) Review and evaluation of Statement of Work for completeness and adherence to procurement regulations;
 - b) Planning and execution of procurement activities including financial estimates, business requirements and contracting options;
 - c) Preparation of selection methodologies, evaluation plans, evaluation criteria;
 - d) Bid evaluation and negotiations processes
 - e) Conduct of post-procurement reviews as required;
 - f) Review of documentation for the procurement process.
2. Assist in the development of procurement policies and procedures.
3. Provide briefings to management on issues, progress and concerns of procurement, and prepare briefing notes and decks for presentation to senior management.
4. Prepare periodic progress reports on the contracting activities and plans for the upcoming period.

Availability and Hours of Work

The proposed resource must be available to work full-time starting upon contract award. The contract will be at least full-time from September 2017 to March 2018

The working hours will be from 8:30 a.m. to 4:30 p.m. or from 9:00 a.m. to 5:00 p.m.

Contract #4500369608

ANNEX "B" - SRCL



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat 4500369608
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVS)			
1. Contracting Government Department or Organization / Ministère ou organisme fédéral contractant le contrat		2. Branch or Directorate / Direction générale ou Direction FEDERATION	
3. a) Policy/Project Manager / Numéro du système de sécurité		3. b) Name and Address of Policy/Project / Nom et adresse du projet	
4. Brief description of project / Brève description du projet Contract for Supply Agreement (CSPA) for the purchase of Temporary Help Services (THS) to be provided for the National Capital Area (NCA) on an "as and when required" basis.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non	
5. b) Will the supplier require access to technical/military technical data related to the operations of the Technical Data Control Le fournisseur aura-t-il accès à des données techniques/militaires non classifiées relatives aux opérations des données techniques/militaires?		<input checked="" type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED under CLASSIFIED information or secrets? Le fournisseur et ses employés auront-ils accès à des renseignements ou à des données PROTÉGÉES sous CLASSIFIÉES?		<input type="checkbox"/> Yes / Oui <input checked="" type="checkbox"/> No / Non	
6. b) Will the supplier and its employees require access to restricted access areas? Le fournisseur et ses employés auront-ils accès à des zones d'accès restreint?			
6. c) Is this a controlled matter of security requirements with no principal concern? S'agit-il d'un sujet de sécurité sans préoccupation principale?		<input checked="" type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non	
7. a) Indicate the type of information that the supplier will be required to process / Indiquer le type d'information que le fournisseur devra traiter			
7. b) Release restrictions / Restrictions relatives à la diffusion		7. c) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	
Restricted for / Limité à : Specify country (s) / Indiquer le (s) pays :		Restricted for / Limité à : Specify country (s) / Indiquer le (s) pays :	
7. d) Level of Classification / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>		NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>		NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>		NATO SECRET / NATO SECRET <input type="checkbox"/>	
SECRET / SECRET <input type="checkbox"/>		COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET / TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>			
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>			

THS/CT 950-104/000412

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

Contract #4500369608



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat 2500-00000-001
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (BRIEF)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (BRIEF)

1. Organizing Department / Département organisateur Ministry of National Defence / Ministère de la Défense		2. Project Name / Nom du projet Public Works and Government Services	
3. a) Subcontract Number / Numéro du contrat du sous-traitant		b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Initial Description of Work / Brève description de l'œuvre Subcontract supply / Approvisionnement par sous-traitant (This to be provided for the Material Control Form (MCF) when requested)			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il besoin d'accéder aux marchandises contrôlées?			
b) Will the supplier require access to restricted military information data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il besoin d'accéder à des données militaires restreintes qui sont régies par le Règlement sur le contrôle des données techniques?			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or persons? Le fournisseur ainsi que les employés auront-ils besoin d'accéder à des renseignements PROTÉGÉS et/ou CLASSIFIÉS ou à des personnes PROTÉGÉES et/ou CLASSIFIÉES?			
b) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or persons? Le fournisseur ainsi que les employés auront-ils besoin d'accéder à des renseignements PROTÉGÉS et/ou CLASSIFIÉS ou à des personnes PROTÉGÉES et/ou CLASSIFIÉES?			
7. a) Is this a commercial contract or delivery requirement with no security restrictions? S'agit-il d'un contrat de livraison ou d'un besoin de fourniture sans restrictions de sécurité?			
b) Is there any form of information that the supplier will be required to furnish in excess of the level of information control to be maintained under this contract? Y a-t-il une quelconque forme d'information que le fournisseur devra fournir au-delà du niveau de contrôle de l'information à maintenir sous ce contrat?			
c) Release restrictions / Restrictions relatives à la diffusion		d) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions / Aucune restriction relative à la diffusion		No release restrictions / Aucune restriction relative à la diffusion	
Restricted by / Limité à :		Restricted by / Limité à :	
Specify security level / Préciser le niveau de sécurité		Specify security level / Préciser le niveau de sécurité	
8. a) Level of Information / Niveau d'information			
b) Level of Information / Niveau d'information			
c) Level of Information / Niveau d'information			
d) Level of Information / Niveau d'information			
e) Level of Information / Niveau d'information			
f) Level of Information / Niveau d'information			
g) Level of Information / Niveau d'information			
h) Level of Information / Niveau d'information			
i) Level of Information / Niveau d'information			
j) Level of Information / Niveau d'information			
k) Level of Information / Niveau d'information			
l) Level of Information / Niveau d'information			
m) Level of Information / Niveau d'information			
n) Level of Information / Niveau d'information			
o) Level of Information / Niveau d'information			
p) Level of Information / Niveau d'information			
q) Level of Information / Niveau d'information			
r) Level of Information / Niveau d'information			
s) Level of Information / Niveau d'information			
t) Level of Information / Niveau d'information			
u) Level of Information / Niveau d'information			
v) Level of Information / Niveau d'information			
w) Level of Information / Niveau d'information			
x) Level of Information / Niveau d'information			
y) Level of Information / Niveau d'information			
z) Level of Information / Niveau d'information			

TS/RSCT 300-100/0004/12

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

Government of Canada Gouvernement du Canada

ENR 000000-0000

Security Requirements / Considerations for the mobile

[illegible]

Security Classification / Classification to be assigned
UNCLASSIFIED

Canada




CONFIDENTIAL / Not for distribution
EYES ONLY
Security Classification (Classification de sécurité)
UNCLASSIFIED

[illegible]

Security Classification / Classification de sécurité:
UNCLASSIFIED

Canada

s.20(1)(b)

s.20(1)(c)



Aboriginal Affairs and Northern
Development Canada

Affaires autochtones et Développement
du Nord Canada

Amendment Number 1

All correspondence and invoices must show the file and Contract number

Contract Number: 4500369608	File Number: 1632-11/4500369608
Adirondack and The AIM Group Inc. in Joint Venture 126-130 Albert Street Ottawa, ON K1P 5G4	Advanced Procurement Specialist
	2018-01-19

The Contractor shall continue to provide the services in accordance with the terms and conditions of the original Contract and all amendments thereto. The Contract is amended as follows:

1) Exercise and change the Option period- Clause 4.2 Option to extend the Contract:

DELETE:

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to five (5) additional one (1) week period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

INSERT:

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one hundred and ten days (110) additional days under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

2) On page 1 of Contract – Total Estimated Cost:

DELETE: \$119,947.67

INSERT: \$221,441.85

3) In clause 2. Classification of Personnel Required - Table:

DELETE: in its entirety

INSERT:

Name of Resource	Stream number, Classification & Level of Expertise	Required Personnel Security screening	Bilingual I (Y/N)	Firm Hourly Rate	Estimated Total Hours	Total Estimated Cost (Taxes extra)
Original Contract Period: October 10, 2018 to March 31, 2018:						
Arwa Abu-Hakima	Stream 5 Sub Stream 5b Procurement	Reliability	Yes			\$104,325.00

Canada

s.19(1)
s.20(1)(b)
s.20(1)(c)

Contract 4500369608

Period from April 1, 2018 to September 7, 2018					
Arwa Abu-Hakima	Stream 5	Reliability	Yes		\$88,275.00
	Sub Stream 5b				
	Procurement				
TOTAL:					\$192,600.00



4) In clause 6.2 – Limitation of Expenditure:

DELETE: Canada's total liability under the Contract will not exceed \$104,325.00, GST or HST extra.

INSERT: Canada's total liability under the Contract will not exceed \$192,600.00, QST extra.

Total Value of this Amendment \$101,494.18.

All other terms and conditions remain the same.

A Original Contract value	\$119,947.67
B Net change by amendment numbers	\$0.00
C This amendment number 1	\$101,494.18
D Revised total value of Contract	\$221,441.85
<p>We acknowledge receipt of this Amendment number 1 and agree to the Terms and Conditions set out therein</p> <p> 19 Jan. 18. Date</p>	
<p>Signed, sealed and delivered on behalf of Her Majesty</p> <p> JAN 19 2018 Date</p> <p>Sophie Champagne Team Leader, Procurement</p>	



Public Works and Government
Services Canada

Travaux publics et Services
gouvernementaux Canada

PURCHASING OFFICE - BUREAU DES ACHATS

Department of Indian Affairs and Northern
Development

10 Wellington Street, Room 195
Gatineau, Quebec
K1A 0H4

CONTRACT - CONTRAT

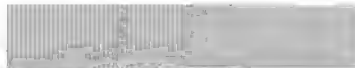
Canada accepts your bid to provide to Canada the goods, services
or both described in the Contract in accordance with the conditions
and at the prices set out in the Contract.

Le Canada accepte votre soumission de fournir au Canada les
biens, services ou les deux décrits dans le contrat conformément
aux conditions et aux prix prévus au contrat.

Name and Address of Contractor Nom et adresse de l'entrepreneur

Altis Human Resources Inc.
102 Bank St. Suite 302
Ottawa, ON

K1P5N4



THS SA
EN578-060502/141/ZT

Canada

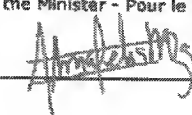
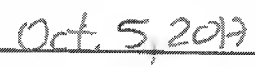
PWGSC-TPSGC 9400-4 (02/2014)

A0454876_35-000035

Released under the Access
to Information Act

Communiqué en vertu de la
Loi sur l'accès à
l'information

Page 1 of 11

File No. - N° de dossier	
1000194956-4500369897	
Date of Contract - Date du contrat	
2017-10-05	
Contract No. - N° du contrat	
4500369897	
Client Reference No. (optional) - N° de référence du client (facultatif)	
1000194956	
Financial Code(s) - Code(s) financier(s)	
0420-A4123-56403-A0000-ND75	
Duty - Droits	Applicable Taxes / Taxes applicables
<input type="checkbox"/> Included Inclus	<input type="checkbox"/> Excluded En sus
<input checked="" type="checkbox"/> Included Inclus	<input type="checkbox"/> Excluded En sus
FOB - FAB	
Quebec	
Destination	
Department of Indian Affairs and Northern Development 10 Wellington St. Gatineau, Quebec K1A 0H4	
Invoices - Original and two copies must be completed and sent to: Factures - L'original et deux copies doivent être remplis et envoyés à :	
Natasha.Lu@aadnc-aandc.gc.ca	
Address inquiries to: - Adresser toute demande de renseignements à :	
alma.moyeda@canada.ca	
Area code and Telephone No. Code régional et N° de téléphone	Facsimile No. N° de télécopieur
819-953-6153	819-953-7721
Total estimated cost - Coût total estimatif	
\$43,017.15	
For the Minister - Pour le Ministre	
 	



The Contractor's THS Supply Arrangement (SA) no. EN578-060502/141/ZT and Annexes are hereby incorporated into and form part of this Contract by reference.

Requirement Summary

1. Statement of Work

See Annex "A"

2. Classification of Personnel required; in accordance with THS Supply Arrangement

Below is a list of the classification of personnel required to fulfill this requirement and it is in accordance with THS Supply Arrangement

The following table lists the names of the THS resources; information regarding the THS requirement; and Firm hourly rates and total cost of contract.

Resource Reference	Stream number & Classification / Sub Classification	Level of Expertise	Name of Proposed Resource	No. of Hours	Firm Hourly Rate (GST/HST extra)	Total Evaluated Cost [DxE]
1A	Stream 1 - Office Support - Accounting Clerk	Intermediate	Carlene Brodthagen			\$7,582.05
1B	Stream 1 - Office Support - Accounting Clerk	Intermediate	Michael Kaimowitz			\$7,582.05
1C	Stream 1 - Office Support - Accounting Clerk	Intermediate	Rafima Said Ahmed			\$7,582.05
1D	Stream 1 - Office Support - Accounting Clerk	Intermediate	Parisa Rothstein			\$7,334.10
1E	Stream 1 - Office Support - Accounting Clerk	Intermediate	Yoon-Siman Lin			\$7,334.10
Total Estimated Cost:						\$ 37,414.35

3. Work Location

10 Wellington St. Gatineau, Quebec K1A 0H4



Articles of Agreement

1. Security Requirement

- 1.1 The Contractor must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian and Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 1.2 The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/ PWGSC.
- 1.3 The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- 1.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/ PWGSC.
- 1.5 The Contractor must comply with the provisions of the:
 1. THS Generic Security Requirements Check List EN578-060502-SA1, EN578-060502-SA2, attached at Annex "C" of the Contractor's Supply Arrangement for Temporary Help Services, incorporated herein by reference.
 2. Industrial Security Manual (Latest Edition).

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work.

THS resource(s) must meet the Minimum Mandatory Qualifications detailed in the THS Supply Arrangement for the applicable classification and level of expertise.
Classifications Table of Contents (Version 1)

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

3.1 General Conditions

2010B (2016-04-04) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from October 16, 2017 to January 8, 2018 inclusive.



5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Alma Moyeda
Title: Procurement Officer
Department: Department of Indian Affairs and Northern Development
Directorate: Materiel and Assets Management Directorate
Address: 10 Wellington St. Gatineau, Quebec K1A 0H4
Telephone: (819) 953-6153
Facsimile: (819) 953-7721
E-mail address: alma.moyeda@canada.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Project Authority for the Contract is:

Name: Emile Wandji
Title: Director
Department: Department of Indian Affairs and Northern Development
Directorate: Corporate Accounting and Reporting Directorate
Address: 10 Wellington St. Gatineau, Quebec K1A 0H4
Telephone: (819) 953-0564
Facsimile: (819) 953-3915
E-mail address: Emile.Wandji@aadnc-aandc.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

Altis Human Resources Inc.
102 Bank St. Suite 302
Ottawa, ON K1P 5N4





6. Payment

6.1 Basis of Payment

The Contractor will be paid firm hourly rates as indicated herein, for work performed in accordance with the Contract. Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

6.2 Limitation of Expenditure

1. Canada's total liability under the Contract will not exceed \$ 37,414.35 GST or HST extra.
2. No increase in the total liability of Canada or in the price of Work resulting from any design changes, modifications or interpretations of specifications, made by the Contractor, will be authorized or paid to the Contractor unless such changes, modifications or interpretations, have been approved, in writing, by the Contracting Authority for the Contract, prior to their incorporation into the Work.

The Contractor will not be obliged to perform any work or provide any service that would cause the total liability of Canada to be exceeded without the prior written approval of the Contracting Authority. The Contractor will notify the Contracting Authority in writing as to the adequacy of this sum when:

- i. it is 75 percent committed, or
- ii. four (4) months prior to the Contract end date, or
- iii. If the Contractor considers the funds provided are inadequate for the completion of the Work, whichever comes first.

The above limitation of expenditure amount is included for the administrative purposes of Canada only and does not represent any commitment on the part of Canada to pay any amounts except as expressly set out in this Contract.

3. In the event that the notification refers to inadequate funds, the Contractor will provide to the Contracting Authority in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional funds does not increase Canada's liability.

6.3 Goods and Services Tax / Harmonized Sales Tax (GST/HST)

1. All prices and amounts of money in the Call-up/Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.
2. The estimated GST or HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of GST and HST paid or due.

6.4 Method of Payment

Payment by Canada for the Work will be made following delivery, inspection and acceptance of the Work and upon presentation of invoices and any other substantiating documentation as Canada requires.



Payment by Credit Card

Canada will pay invoices on contracts against the Supply Arrangement by:

- ☐ Visa
☐ Mastercard
☒ Direct Deposit

7. Audit

All costs and charges to the Contract may be verified by Canada before or after payment is made to the Contractor under the terms and conditions of the Contract.

The amount claimed under the terms and conditions of the Contract, as computed in accordance with the Basis of Payment, is subject to government audit.

Any payments made pending completion of the audit will be regarded as interim payments only and will be adjusted to the extent necessary to reflect the results of the said audit. If there has been an overpayment, it will be refunded promptly to Canada. Supporting information for each element of cost will be available and will be in sufficient detail that an in-depth audit can be performed.

8. Suitability of Services

All services rendered may be reviewed within a reasonable time from commencement of the Contract on the basis of quality and adherence to Canada's schedule and standards. Resources assigned must be capable of performing the Contract at a level of competence considered acceptable by Canada.

Should resources be found unsuitable and the Contractor is notified within four (4) hours from the commencement of the start of his/her services, Canada will not be liable for payment to the Contractor for that period.

9. Access to Canada's Facilities

1. The Contractor resource may be required to perform the work on-site in Canada offices or off-site at the Contractors facilities, where applicable.
2. Access to the following Canada facilities, equipment, documentation and personnel may be required during the Contract period in order to perform the Work:
 - i. Designated User's premises;
 - ii. Designated User's computer systems (micro computer network);
 - iii. Documentation;
 - iv. Personnel for consultation; and,
 - v. Office space, telephones, desk space, manuals and terminals.
3. Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. The Contractor is responsible for timely identification of the need for access to the referenced facilities, equipment, documentation and personnel.
4. Subject to the approval of Canada, arrangements will be made for the Contractor to access the required facilities, equipment, documentation and personnel at the Canada's convenience.



10. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

11. SACC Manual Clauses

The following table lists the Standard Acquisition Clauses and Conditions (SACC) manual clauses applicable:

Number	Date	Description
A7017C	2008-05-12	Replacement of Specific Individuals
B9028c	2007-05-25	Access to Facilities and Equipment
A9062C	2011-05-16	Canadian Forces Site Regulations
A9068C	2010-01-11	Government Site Regulations
C0711C	2008-05-12	Time Verification
C0705C	2010-01-11	Discretionary Audit

12. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

13. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

1. the Articles of Agreement;
2. 2010B (2016-04-04) Conditions - Professional Services (Medium Complexity);
3. Annex "A" - Statement of Work;
4. Annex "B" - Security Requirements Check List ;
5. the Contractor's THS Supply Arrangement (SA) no. EN578-060502/141/ZT
6. the Contractor's bid dated September 21, 2017



ANNEX "A" STATEMENT OF WORK

TITLE: ACCOUNTING CLERK

SW1 BACKGROUND

To ensure service delivery in line with the service standards, the Accounting Hub of the Corporate Accounting and Reporting Directorate (CARD) within Corporate Accounting And Materiel Management (CMM) needs temporary resources to backfill vacant positions due to employee departure, on assignment and on leave.

SW2 SCOPE OF WORK

Director of CARD requests the assistance of five (5) Intermediate Accounting Clerks to provide support to process accounting transactions, including reviewing client requests, entering transaction data in SAP, and following up on outstanding issues.

SW3 TASKS

Responsibilities will include but are not limited to:

- Review client payment requests based on a 5-point checklist
- Enter payment data into SAP
- Verify status of the payment transaction
- Enter Journal voucher for correcting entries
- Process interdepartmental settlement transactions
- Respond to questions and provide guidance to clients

SW4 LEVEL OF EFFORT

Temp Help services are required, on the basis of five-day per week.

SW5 DEPARTMENTAL SUPPORT

The following departmental support will be offered and completed by the Project Authority:

- Logistics - facilities (room and computer, boardroom) within DIAND,
- Providing all documentation required/requested by the resource such as background documentation.



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ANNEX "B" - SECURITY REQUIREMENTS CHECK LIST (SRCL)



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

EX578-000002-41A1

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		Public Works and Government Services Canada	2. Branch or Direction / Division générale ou Direction PSSD/Acquisitions				
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse de sous-traitant					
4. Brief Description of Work / Brève description du travail Request for Supply Arrangements (RPSA) for the provision of Telephony Help Services (THS) to be provided for the National Capital Area (NCA) on an "if and when requested" basis							
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?							
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui							
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?							
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui							
6. Indicate the type of access required / Indiquer le type d'accès requis							
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)							
<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui							
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.							
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui							
6. c) Is the site a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?							
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui							
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès							
<table border="1"> <tr> <td>Canada <input checked="" type="checkbox"/></td> <td>NATO / OTAN <input type="checkbox"/></td> <td>Foreign / Étranger <input type="checkbox"/></td> </tr> </table>					Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>					
7. b) Release restrictions / Restrictions relatives à la diffusion							
<table border="1"> <tr> <td> No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> Not releasable À ne pas diffuser <input type="checkbox"/> Restricted to / Limité à <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays : </td> <td> All NATO countries Tous les pays de l'OTAN <input type="checkbox"/> Restricted to / Limité à <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays : </td> <td> No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to / Limité à <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays : </td> </tr> </table>					No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> Not releasable À ne pas diffuser <input type="checkbox"/> Restricted to / Limité à <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays :	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/> Restricted to / Limité à <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays :	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to / Limité à <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays :
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7. c) Level of information / Niveau d'information							
<table border="1"> <tr> <td> PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/> PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/> PROTECTED C PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/> </td> <td> NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/> </td> <td> PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input type="checkbox"/> PROTECTED C PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/> </td> </tr> </table>					PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/> PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/> PROTECTED C PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input type="checkbox"/> PROTECTED C PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>
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TbSECRET 350-102(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED





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Communiqué en vertu de la
Loi sur l'accès à
l'information **Canada**



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

EN373-003600-0A1

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A - SUPPLIER / PARTIE A - FOURNISSEUR

10. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité.

11. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

Short Title(s) of material / Titre(s) abrégé(s) de matériel
Document Number / Numéro du document:

PART B - PERSONNEL / PARTIE B - PERSONNEL FOURNISSEUR

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments
Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans certification sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

TBS/ECT 350 103/2004/1/2

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

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Canada



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

EN578-060502-SA1

Security Classification / Classification de sécurité
UNCLASSIFIED

PART C - continued (PARTIE C - suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the Summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO					COMINTC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO REFERENCE NATO RÉFÉRENCE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET NATO SECRET	COMINTC TOP SECRET COMINTC TRÈS SECRET	"Protective Function"			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	
											A	B	C				
Information Assets Données / Informations																	
IT Assets Actifs IT																	
IT Data Données IT																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail révisé par la présente LVERS est-elle PROTÉGÉE et/ou CLASSIFIÉE? ☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? ☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and include with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCT 350-102(2034/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

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Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat 10033190-01
Contract Value / Valeur du contrat \$1,000,000.00

1. Organization / Organisation Name / Nom Address / Adresse City / Ville Province / Province Postal Code / Code postal		2. Supplier / Fournisseur Name / Nom Address / Adresse City / Ville Province / Province Postal Code / Code postal	
3. Contract / Contrat Description / Description Quantity / Quantité Unit / Unité Price / Prix		4. Signature / Signature Name / Nom Title / Titre Date / Date	
5. Contract / Contrat Description / Description Quantity / Quantité Unit / Unité Price / Prix		6. Signature / Signature Name / Nom Title / Titre Date / Date	
7. Contract / Contrat Description / Description Quantity / Quantité Unit / Unité Price / Prix		8. Signature / Signature Name / Nom Title / Titre Date / Date	
9. Contract / Contrat Description / Description Quantity / Quantité Unit / Unité Price / Prix		10. Signature / Signature Name / Nom Title / Titre Date / Date	

10033190-01/10033190-01

Contract / Contrat
Description / Description
Quantity / Quantité
Unit / Unité
Price / Prix



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to Information Act*

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CALL-UP AGAINST A STANDING OFFER FOR TEMPORARY HELP
COMMANDE SUBSÉQUENTE À UNE OFFRE À COMMANDES POUR DE L'AIDE TEMPORAIRE

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Loi sur l'accès à l'information

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To: - À: MAXSYS STAFFING AND CONSULTING INC 173 DALHOUSIE ST OTTAWA ON K1N 7C7 CANADA			PST N° - N° de TPS As per standing offer Selon l'offre permanente		Contact - Personne-ressources Wei-Min Ma		Tel. No - N° du Tél. 819-997-3711		Fax. No. - N° de télécop. 819-953-7721		Order No. N° de la commande 4500368094	
Vendor # - N° fournisseur 1242165			Contact Name - Nom du contact		Acc. # - N° comp.		Tel. No - N° du Tél.		Fax. No. - N° de télécop.		Inc./Dec. - Aug./Dim.	
Standing offer No. - N° d'offre permanente E60ZN-110002/029/ZN			Amendment No. - N° de la modification		Previous Value - Valeur précédente		Revised value - Montant révisé		Date required - Demandé pour le 12/22/2017			

Item No. No. Poste	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc. Esc.	Ext. Price Prix calculé
00010	-Stream 2 - Admin Services - Intermediate Financial Codes / Code financier 0420- A4260-58403- - ND4A The currency of this P.O. is - La devise de ce bon est : CAD	\$	10,766.250	1.00		10,766.25

Delivery Address - Adresse de livraison EASTERN LITIGATION ABORIGINAL AFF & NORTHERN DEV. CAN. 25 EDDY ST / 14TH FL GATINEAU QC K1A 0H4		Invoicing address - Adresse de facturation EASTERN LITIGATION ABORIGINAL AFF & NORTHERN DEV. CAN. 25 EDDY ST / 14TH FL GATINEAU QC K1A 0H4		FOB - FAB		Amount - Montant / CAD 10,766.25	
				Terms of payment - Modalités de paiement Direct Deposit Net 30 Days - Pmtmthd 'B'		T. taxes - T. taxes / CAD 1,812.24	
						T. Amount - Montant T. / CAD 12,378.49	

To the Supplier: Your standing offer referred to above is hereby accepted. You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer. You shall only supply the services included in the standing offer against this call-up.
Au fournisseur: Votre offre à commandes mentionnée ci-haut est par la présente acceptée. Vous devez fournir les services du personnel précisés ci-après, selon les conditions énoncées dans l'offre à commandes. Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes.

Invoices are to be distributed in accordance with the instructions in the standing offer and/or detailed above. All invoices shall show the standing offer number and financial code.
Distribuer les factures selon les instructions énoncées dans l'offre à commandes et (ou) ci-haut. Toutes les factures doivent porter le numéro de référence de l'offre et le code financier.

Please verify additional instructions if any.

Veuillez consulter les instructions additionnelles s'il y a lieu.

Certified pursuant to subsection 32(1) of Financial Administration Act
Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques.

Signature (Mandatory-Obligatoire) _____ Date _____
Approved for the Minister Approuvé pour le Ministre _____
Signature (Mandatory-Obligatoire) _____ Date _____

A0454876_48-000048

Canada

s.20(1)(b)

s.20(1)(c)

CALL-UP AGAINST A STANDING OFFER FOR TEMPORARY HELP
COMMANDE SUBSÉQUENTE À UNE OFFRE À COMMANDES POUR DE L'AIDE TEMPORAIRE

Released under the Access
to Information Act

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Loi sur l'accès à
l'information

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Order No.
N° de la commande
4500368094

THS SOA - STREAM 2. ADMINISTRATIVE SERVICES. INTERMEDIATE

DURATION(87 DAYS)

START DATE: MONDAY AUGUST 21, 2017

END DATE: FRIDAY DECEMBER 22, 2017 INCLUSIVE

RATE: 

MAXIMUM DOLLAR VALUE: \$10,766.25 

RESOURCES



HOURS OF WORK

8:00 A.M. TO 4:00 P.M.

WORK LOCATION

25 RUE EDDY, GATINEAU, QUEBEC

CONTACT PERSON

MARC-ANDRE MILLAIRE, 819-994-0900, MARCANDRE.MILLAIRE@AADNC-AANDC.GC.CA

INVOICING

ALINE BEAUCHEM-PHOPSON, 819-953-8161, ALINE.BEAUCHAMPHOPSON@AADNC-AANDC.GC.CA

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CALL-UP AGAINST A STANDING OFFER FOR TEMPORARY HELP
COMMANDE SUBSÉQUENTE À UNE OFFRE À COMMANDES POUR DE L'AIDE TEMPORAIRE de la

Page: 1

To: - A: QUANTUM MANAGEMENT SERVICES LTD 275 SLATER ST. 500 OTTAWA ON K1P 5H9 CANADA			PST N° - N° de TPS As per standing offer Selon l'offre permanente		Contact - Personne-ressource Wei-Min Ma	Tel. No - N° du Tél. 819-997-3711	Fax. No. - N° de télécop. 819-953-7721	Order No. N° de la commande 4500366872	
Vendor # - N° fournisseur 1247134			Standing offer No. - N° d'offre permanente E60ZN-110002/113/ZN		Amendment No. - N° de la modification		Previous Value - Valeur précédente	Order date - Date de la commande 07/10/2017	
Contact Name - Nom du contact		Acc. # - N° comp.	Tel. No - N° du Tél.	Fax. No. - N° de télécop.	Inc./Dec. - Aug./Dim.		Revised value - Montant révisé	Date required - Demandé pour le 07/11/2017	
Item No. No. Poste	Description Description				U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc. Esc.	Ext. Price Prix calculé
00010	-Stream 2 - Admin Services - Intermediate Financial Codes / Code financier 0420- A4220-56403- - ND05 The currency of this P.O. is - La devise de ce bon est : CAD				\$	4,377.600	1.00		4,377.60
Delivery Address - Adresse de livraison DG STRAT. POLICY CABINET & PARL. AFF. ABORIGINAL AFF & NORTHERN DEV. CAN. 10 WELLINGTON ST / RM 2030 GATINEAU QC K1A 0H4			Invoicing address - Adresse de facturation DG STRAT. POLICY CABINET & PARL. AFF. ABORIGINAL AFF & NORTHERN DEV. CAN. 10 WELLINGTON ST / RM 2030 GATINEAU QC K1A 0H4			FOB - FAB		Amount - Montant / CAD 4,377.80	
						Terms of payment - Modalités de paiement Direct Deposit Net 30 Days - Pmtmthd 'B'		T. taxes - T. taxes / CAD 655.86	
								T. Amount - Montant T. / CAD 5,033.16	
To the Supplier: Your standing offer referred to above is hereby accepted. You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer. You shall only supply the services included in the standing offer against this call-up. Au fournisseur: Votre offre à commandes mentionnée ci-haut est par la présente acceptée. Vous devez fournir les services du personnel précisés ci-après, selon les conditions énoncées dans l'offre à commandes. Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes.						Certified pursuant to subsection 32(1) of Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques.			
Invoices are to be distributed in accordance with the instructions in the standing offer and/or detailed above. All invoices shall show the standing offer number and financial code Distribuer les factures selon les instructions énoncées dans l'offre à commandes et (ou) ci-haut. Toutes les factures doivent porter le numéro de référence de l'offre et le code financier.						Signature (Mandatory-Obligatoire) _____ Date _____ Approved for the Minister Approuvé pour le Ministre			
Please verify additional instructions if any. Veuillez consulter les instructions additionnelles s'il y a lieu.						Signature (Mandatory-Obligatoire) _____ Date 10 July 17			

A0454876_50-000050

Canada

s.20(1)(b)
s.20(1)(c)

Order No.
N° de la commande
4500366872


THS SOA - STREAM 2. ADMINISTRATIVE SERVICES. INTERMEDIATE

DURATION(38 DAYS)

START DATE: TUESDAY JULY 11, 2017

END DATE: THURSDA. AUGUST 31, 2017 INCLUSIVE

RATE: 

MAXIMUM DOLLAR VALUE: \$4,377.60  TAXES EXTRA

RESOURCES

 CÉANTAL KASANI

HOURS OF WORK

8:00 A.M. TO 4:00 P.M.

WORK LOCATION

10 RUE WELLINGTON. GATINEAU, QUEBEC

CONTACT PERSON

LOUISE BLAIS. 819-953-3003. LOUISE.BLAIS@AADNC-AANDC.GC.CA

INVOICING

ALINE BEAUCHAMP-HOPSON. 819-953-6164. ALINE.BEAUCHAMPHOPSON@AADNC-AANDC.GC.CA



CALL-UP AGAINST A STANDING OFFER FOR TEMPORARY HELP
COMMANDE SUBSÉQUENTE À UNE OFFRE À COMMANDES POUR DE L'AIDE TEMPORAIRE

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To: - À:		PST No. - N° de TPS		Contact - Personne-ressource		Tel. No. - N° du Tél.		Fax. No. - N° de télécop.		Order No. - N° de la commande	
THE ASSOCIATES GROUP OF COMPANIES TAG HR 420 O'CONNOR ST UNIT 1600 OTTAWA ON K2P 1W4 CANADA		As per standing offer Selon l'offre permanente		Blanca Richard		819-934-7499		819-959-7721		4500370271	
Vendor # - N° fournisseur		Contact Name - Nom du contact		Standing offer No. - N° d'offre permanente		Amendment No. - N° de la modification		Previous Value - Valeur précédente		Order date - Date de la commande	
1251303				E60ZN-110002/123/ZN						10/17/2017	
Acc. # - N° comp.		Tel. No. - N° du Tél.		Fax. No. - N° de télécop.		Inc./Dec. - Aug./Dim.		Revised value - Montant révisé		Date required - Demandé pour le	
										12/01/2017	
Item No. No. Poste	Description Description					U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc. Esc.	Ext. Price Prix calculé	
00010	-Stream 1 - Office Support (1 resource) Financial Codes / Code financier 0420- A4834-56403- - NPP0 The currency of this P.O. is - La devise de ce bon est : CAD					\$	8,263.190	1.00		8,263.19	
Delivery Address - Adresse de livraison		Invoicing address - Adresse de facturation				FOB - FAB		Amount - Montant / CAD			
DIR. STRATEGIC PLANNING & PERF.MGMT ABORIGINAL AFF & NORTHERN DEV. CAN. 7TH FLOOR 25 EDDY // RM 076 GATINEAU QC K1A 0H4		DIR. STRATEGIC PLANNING & PERF.MGMT ABORIGINAL AFF & NORTHERN DEV. CAN. 7TH FLOOR 25 EDDY // RM 076 GATINEAU QC K1A 0H4						8,263.19			
						Terms of payment - Modalité de paiement		T. taxes - T. taxes / CAD			
						Direct Deposit Net 30 Days - Pmtmthd 'B'		413.16			
								T. Amount - Montant T. / CAD			
								8,676.35			
To the Supplier: Your standing offer referred to above is hereby accepted. You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer. You shall only supply the services included in the standing offer against this call-up. Au fournisseur: Votre offre à commandes mentionnée ci-haut est par la présente acceptée. Vous devez fournir les services du personnel précisés ci-après, selon les conditions énoncées dans l'offre à commandes. Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes. Invoices are to be distributed in accordance with the instructions in the standing offer and/or detailed above. All invoices shall show the standing offer number and financial code. Distribuer les factures selon les instructions énoncées dans l'offre à commandes et (ou) ci-haut. Toutes les factures doivent porter le numéro de référence de l'offre et le code financier. Please verify additional instructions if any. Veuillez consulter les instructions additionnelles s'il y a lieu.						Certified pursuant to subsection 32(1) of the Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques. As per SAP Signature (Mandatory-Obligatoire) _____ Date _____ Approved for the Minister Approuvé pour le Ministre _____ Richard Signature (Mandatory-Obligatoire) _____ Date OCT 17, 2017					

A0454876_52-000052

Canada

CALL-UP AGAINST A STANDING OFFER FOR TEMPORARY HELP
COMMANDE SUBSÉQUENTE À UNE OFFRE À COMMANDES POUR DE L'AIDE TEMPORAIRE

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s.20(1)(b)

s.20(1)(c)

Stream 1 - Office Support - Senior Records Management Clerk

Temporary Services Start and end Date:

October 19, 2017 to January 12, 2017 (13 weeks)

Resource: Christian Saurage

Invoices to be submitted to:

Martine Beland, Mont-Saint-Charles

Order No.
N° de la commande
4500370271